



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134

Canc: Oct 09

MCBBul 3500

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MARINE CORPS BASE BULLETIN

From: Commander  
To: Distribution List

Subj: MARINE CORPS BASE, QUANTICO SCHEDULE FOR ANNUAL TRAINING  
EVENTS SPONSORED BY THE G-1

Encl: (1) Career Retention Specialist Annual Training Schedule  
(2) Security Manager Annual Training Schedule  
(3) Installation Personnel Administration Center Annual  
Training Schedule  
(4) Marine Corps Base Quantico Postal Annual Training  
Schedule  
(5) CACO Annual Training Schedule  
(6) Civilian Manpower Annual Training Schedule

1. Purpose. To publish the annual training events provided to  
Marine Corps Base, Quantico by the G-1.

2. Information.

a. Marine Corps Base, G-1 sponsors numerous training events  
each year. This bulletin is published to provide advance  
notification of annual training sponsored by the G-1.

b. The enclosures of this bulletin are a long range planning  
document that lists pre-planned training events through fiscal  
year 2009.

3. Action. Commanding Officers, division directors, and heads  
of tenant activities will refer to the enclosures to ensure  
maximum participation by required personnel during these training  
events.

*Charles A. Dallachie*

CHARLES A. DALLACHIE

DISTRIBUTION: A

CAREER RETENTION SPECIALIST ANNUAL TRAINING AND INSPECTION  
SCHEDULE**Inspections**

<b>Month</b>	<b>Unit</b>
December 2008*	To Be Determined
April 2009*	Henderson Hall
May 2009*	Marine Barracks
June 2009*	Marine Security Embassy Group
July 2009*	Security Battalion
August 2009*	Marine Helicopter Squadron 1
September 2009*	Fort Meade
October 2009*	Officer Candidate School

**Annual CRS Training Schedule**

<b>Date</b>	<b>Location</b>
November 24, 2008	CRS Office Henderson Hall
December 15, 2008	CRS Office OCS
January 2009*	CRS Office WTBN
March 2009*	CRS Office TBS
May 2009 *	CRS Office Little Hall
July 2009*	CRS Office Little Hall

**\*Actual Date to be Determined**

ENCLOSURE (1)

## SECURITY MANAGER ANNUAL TRAINING SCHEDULE

**Counter Espionage Briefs  
Gray Research Center**

<b>Date</b>	<b>Time</b>
November 19, 2008	0900 & 1000
January 14, 2009	0900 & 1000
March 11, 2009	0900 & 1000
May 13, 2009	0900 & 1000
July 15, 2009	0900 & 1000
September 16, 2009	0900 & 1000

**Counter Espionage Briefs  
MCCDC Auditorium  
(MCCDC Personnel Only)**

<b>Date</b>	<b>Time</b>
December 10, 2008	0900
February 11, 2009	0900
April 8, 2009	0900
June 10, 2009	0900
August 12, 2009	0900

Enclosure (2)

## INSTALLATION PERSONNEL ADMINISTRATION CENTER TRAINING SCHEDULE

**Classes To Be Conducted in Building 2006  
3<sup>rd</sup> Deck Classroom**

<b>Class</b>	<b>Time and Date</b>
Deployed Entitlements	1330, November 20, 2008
Career Status Bonus	1330, December 18, 2008
Non-Judicial Punishments And Courts- Martial	1330, January 15, 2009
Permanent Change of Orders	1330, February 13, 2009
Unit Diary Manpower Integrated Personnel System	1330, March 19, 2009
Marriage and Divorce Packages	1330, April 17, 2009
Special Duty Pay	1330, May 15, 2009
UA and Deserter Pay Procedures	1330, June 19, 2009
Separations and Retirements	1330, July 17, 2009
Travel Claim Procedures	1330, August 14, 2009
Servicemember's Group Life Insurance	1330, September 12, 2009

## POSTAL/MAIL CLERK MONTHLY TRAINING

## TRAINING FOR MARINE CORPS BASE QUANTICO POSTAL PERSONNEL

Month	Location
November 2008*	Gray Research Center
December 2008*	Gray Research Center
January 2009*	Gray Research Center
February 2009*	Gray Research Center
March 2009*	Gray Research Center
April 2009*	Gray Research Center
May 2009*	Gray Research Center
June 2009*	Gray Research Center
July 2009*	Gray Research Center
August 2009*	Gray Research Center
September 2009*	Gray Research Center

\*Date to be Determined

Enclosure (4)

## Quarterly CACO TRAINING

Date	Time/Location
November 2008	TBD
August 2009	TBD

**\*Exact Date/Location Still to be Determined**

## FY2009 ON-SITE CIVILIAN WORKFORCE TRAINING SCHEDULE

Date(s)	Time	Course Title	Location
18 Nov 08	0800-1600	*New Supervisor Orientation (provided by ARH-Q)	Quantico, Mann Hall Rm 110A
4 Dec 08	0900-1030	#CCLD – New Participants Brief	Quantico, Davis Bldg, Auditorium
4 Dec 08	1030-1130	#CCLD – Mentor Brief	Quantico, Davis Bldg, Auditorium
9 Dec 08	0800-1600	Marine Corps Acculturation Program (provided by ARHB)	Quantico, Mann Hall Rm 110
11 Dec 08	0800-1600	#CCLD – Mentoring Skills for Leaders	Quantico, Bldg 3089, Rm 12
16 Dec 08	0800-1600	NSPS – Rating and Rewarding Performance	TBD
13 Jan 09	0800-1600	NSPS – Rating and Rewarding Performance	TBD
14/15 Jan 09	0800-1600	NSPS – Pay Pool Management	TBD
22 Jan 09	0800-1600	#CCLD – Training	TBD
29 Jan 09	0900-1030	#CCLD – New Participants Brief	Quantico, Bldg 3089, Rm 12
29 Jan 09	1030-1130	#CCLD – Mentor Brief	Quantico, Bldg 3089, Rm 12
17 Feb 09	0800-1600	New Employee Orientation (provided by ARH-Q)	Quantico, Gray Research Center (Room 164-165)
18 Feb 09	0800-1600	Marine Corps Acculturation Program (provided by ARHB)	Quantico, Gray Research Center (Room 164-165)
19 Feb 09	0800-1600	#CCLD – Training	TBD
24 Feb 09	0800-1600	NSPS – Rating and Rewarding Performance	TBD
26 Feb 09	0900-1030	#CCLD – New Participants Brief	Quantico, Davis Bldg, Auditorium
26 Feb 09	1030-1130	#CCLD – Mentor Brief	Quantico, Davis Bldg, Auditorium
17 Mar 09	0800-1600	*New Supervisor Orientation (provided by ARH-Q)	Quantico, Mann Hall Rm 110A
18 Mar 09	0800-1600	Marine Corps Acculturation Program (provided by ARHB)	Quantico, Gray Research Center (Room 164-165)
19 Mar 09	0800-1600	#CCLD – Training	TBD
24 Mar 09	0800-1600	NSPS – Rating and Rewarding Performance	TBD
26 Mar 09	0900-1030	#CCLD – New Participants Brief	Quantico, Davis Bldg, Auditorium
26 Mar 09	1030-1130	#CCLD – Mentor Brief	Quantico, Davis Bldg, Auditorium
14 Apr 09	0800-1600	NSPS – Rating and Rewarding Performance	TBD
15/16 Apr 09	0800-1600	NSPS – Pay Pool Management	TBD
23 Apr 09	0800-1600	#CCLD – Training	TBD
30 Apr 09	0900-1030	#CCLD – New Participants Brief	Quantico, Davis Bldg, Auditorium
30 Apr 09	1030-1130	#CCLD – Mentor Brief	Quantico, Davis Bldg, Auditorium

12 May	0800-1600	New Employee Orientation (provided by ARH-Q)	Quantico, Gray Research Center (Room 164-165)
13 May	0800-1600	Marine Corps Acculturation Program (provided by ARHB)	Quantico, Gray Research Center (Room 164-165)
21 May 09	0800-1600	#CCLD – Training	TBD
28 May 09	0900-1030	#CCLD – New Participants Brief	Quantico, Davis Bldg, Auditorium
28 May 09	1030-1130	#CCLD – Mentor Brief	Quantico, Davis Bldg, Auditorium
9 Jun 09	0800-1600	NSPS – Rating and Rewarding Performance	TBD
18 Jun 09	0800-1600	#CCLD – Training	TBD
23 Jun	0800-1600	*New Supervisor Orientation (provided by ARH-Q)	Quantico, Mann Hall Rm 110A
25 Jun 09	0900-1030	#CCLD – New Participants Brief	Quantico, Davis Bldg, Auditorium
25 Jun 09	1030-1130	#CCLD – Mentor Brief	Quantico, Davis Bldg, Auditorium
14 Jul 09	0800-1600	NSPS – Rating and Rewarding Performance	TBD
23 Jul 09	0800-1600	#CCLD – Training	TBD
30 Jul 09	0900-1030	#CCLD – New Participants Brief	Quantico, Davis Bldg, Auditorium
30 Jul 09	1030-1130	#CCLD – Mentor Brief	Quantico, Davis Bldg, Auditorium
11 Aug 09	0800-1600	NSPS – Rating and Rewarding Performance	TBD
12/13 Aug 09	0800-1600	NSPS – Pay Pool Management	TBD
20 Aug 09	0800-1600	#CCLD – Training	TBD
27 Aug 09	0900-1030	#CCLD – New Participants Brief	Quantico, Davis Bldg, Auditorium
27 Aug 09	1030-1130	#CCLD – Mentor Brief	Quantico, Davis Bldg, Auditorium
8 Sep 09	0800-1600	NSPS – Rating and Rewarding Performance	TBD
9/10 Sep 09	0800-1600	NSPS – Pay Pool Management	TBD
15 Sep 09	0800-1600	New Employee Orientation (provided by ARH-Q)	Quantico, Gray Research Center (Room 164-165)
16 Sep 09	0800-1600	Marine Corps Acculturation Program (provided by ARHB)	Quantico, Gray Research Center (Room 164-165)
17 Sep 09	0800-1600	#CCLD – Training	TBD
24 Sep 09	0900-1030	#CCLD – New Participants Brief	Quantico, Davis Bldg, Auditorium
24 Sep 09	1030-1130	#CCLD – Mentor Brief	Quantico, Davis Bldg, Auditorium

**NOTES:**

\* classes are for supervisors only.

# classes are CCLD classes.

**If you have any questions or problems, contact:****Ms. Leah Watson****703-784-2407 (General Questions)**

Enclosure (6)



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Ms. Jennifer Hayes 703-784-1065 (NSPS)  
Ms. Jacqueline LeDoux 703-432-1508 (CCLD)

To register for an ARHB or ARH-Q class, go to the training registration website:

<http://hqmc03d.hqmc.usmc.mil/training/training.nsf>

If you need to contact us, you can send an email to [SMB.HQMC.ARHB.TRNG@uscm.mil](mailto:SMB.HQMC.ARHB.TRNG@uscm.mil) or by phone at 703-614-4111/2409

Enclosure (6)